**Employer:** Baylor University Libraries

**Categories:** Marketing, Public Relations, and Curatorial Internship

**Travel Required:** The possibility of some travel may be required to Independence

**Education:** Intern working on a degree in marketing, public relations, or museum studies; Graduate student preferred; Minimum cumulative Baylor grade point average of 2.5

**Compensation:** Stipend of $10 per hour for undergraduate or $15 per hour for graduate students for up to 30 hours per week for up to 10 weeks ($3,000 maximum for undergraduates and $4,500 for graduate students)

**Job Description:**
Baylor University Libraries seeks an intern to participate in a variety of projects associated with the planning, coordination, administration, funding, implementation, and marketing of Libraries’ exhibits and displays. Sources of exhibits and displays may include materials from various campus libraries such as correspondence, books, reports, audio and video recordings, maps, photographs, and other documents as well as items from other entities, both off and on campus. Under appropriate supervision, the intern will take primary responsibility for preparing and mounting one exhibit.

**Responsibilities:** The specific duties of this intern may include:

- Researching and developing written plans and a calendar for upcoming Libraries exhibits and events, including making contacts across campus Libraries and other departments and handling necessary paperwork
- Planning for, obtaining materials, preparing, installing, and publicizing a late Summer and/or early Fall 2016 exhibit in the Central University Libraries
- Performing general administrative and installation tasks associated with marketing and design of Libraries exhibits and related programs as assigned
- Researching and preparing proposals for obtaining grant funding and/or for related programming for possible future exhibits (includes partnerships with academic departments and/or other divisions of the University)
- Under the supervision of the director of communication and marketing for Baylor Libraries and ITS, creating press releases, visual advertisements, promotional materials, web-site information, events and other activities related to exhibits
- Helping form or strengthen relationships within the Baylor community and between other Libraries, organizations, businesses or individuals as related to exhibits
- Under the supervision of the director of communication and marketing for Baylor Libraries and ITS, working with the various Libraries to design brochures or other promotional literature related to exhibits
- Helping process or digitize materials related to exhibits or Baptists
- Communicating with other Libraries interns and participating in professional development activities related to the various Libraries internships
- Writing brief weekly updates and a final report of internship activities and accomplishments
- Promoting the Libraries internship program by sharing personal experiences with potential interns, donors, and alumni as opportunities arise

**Qualifications:** Completion of at least undergraduate courses in marketing, museum studies, or public relations; graduate level courses preferred. Strong computer, communication, and organizational skills required.